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ABSTRACT

This book, which is designed to be used either as a tool for improving one-on-one on-the-job training (OJT) conducted by supervisors or as a reference guide for performance specialists and instructional designers, explains how to establish and operate a comprehensive OJT program. The following topics are covered in the book's 11 chapters: reaping the benefits of OJT; building the right foundation for OJT from identifying goals to establishing an action plan; ensuring sound management and consistent results; preparing trainers and learners; determining when OJT is appropriate; analyzing work, worker, and the workplace to fit OJT to the job; preparing a training plan and developing the correct sequence of activities; conducting an OJT session; evaluating posttraining job performance; reviewing aids and alternatives to OJT to ensure the correct mix of performance interventions; and considering six factors important to the success of comprehensive OJT programs. Numerous materials, including checklists, sample forms, and charts, are included throughout the book. Workshop outlines for training OJT trainers and learners and a 40-item bibliography of selected readings on OJT are appended. Also included are 27 figures/tables, a glossary, and a subject index. Contains 251 references. (MN)

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